



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 5605.1A

Code 0100

1 November 1996

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 5605.1A

From: Commanding Officer

Subj: DISTRIBUTION LIST

Ref: (a) SECNAVINST 5215.1C

Encl: (1) Distribution Lists for Naval Hospital Twentynine Palms

1. Purpose. To promulgate distribution lists as required by the reference.

2. Cancellation. NAVHOSP29PALMSINST 5605.1A.

3. Information. Enclosure (1) provides lists for the distribution of directives and correspondence to various Directors, Heads of Departments, personnel and activities within the Naval Hospital and other government or civilian agencies.

4. Action

a. Persons or departments originating either a directive or correspondence will review the Departments, Directors, and Special Assistants listed in enclosure (1), and assign the letter code for the list which is most appropriate for any required distribution.

b. Direct requested changes to the distribution codes listed in enclosure (1) to Central Files.

A handwritten signature in dark ink, appearing to read "R. S. Kayler", is positioned above the printed name.

R. S. KAYLER

Distribution:
List A

DISTRIBUTION LIST FOR NAVAL HOSPITAL TWENTYNINE PALMS

<u>LIST</u>	<u>DISTRIBUTION</u>
A	See page 3 of this enclosure (This listing is primarily used for directives/correspondence/internal memorandums and Plan of the Day)
B	Director for Administration; Heads of Administrative Departments; all Special Assistants (See Note 1);
C	Director, Medical Services; Heads of Medical Departments; Performance Improvement Coordinator; and Special Assistants (See Note 1)
D	Director, Nursing Services; Heads of Nursing Departments; Performance Improvement Coordinator
E	Director, Ancillary Services; Heads of Ancillary Departments; Performance Improvement Coordinator
F	All Directors; Department Heads; Special Assistants (See Note 1)
G	All Command Duty Officers (CDO); Medical Officers; Officers of the Day (OOD); Mates of the Day (MOD); Watchbill Coordinators
H	All Medical Officers
I	All Healthcare providers (this includes all Medical Officers, Independent Duty Corpsman, Nurse Practitioners, Mental Health Personnel, Occupational Health Nurse, Optometrist, Nurse Midwives and Physicians Assistants)
J	Directors and Command Master Chief

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Note 1 Special Assistants are the:
 Comptroller
 Safety Officer
 Chaplain
 Command Managed Equal Opportunity Coordinator
 Ombudsman
 Management Control Program Coordinator/Command Evaluator
 Civilian Personnel Liaison Officer
 Command Master Chief
 Drug and Alcohol Program Advisor
 Command Reserve Liaison Officer
 Command Fitness Coordinator
 Health Promotion Program Coordinator
 Public Affairs Officer
 Assistant for Morale, Welfare and Recreation
 Physician Advisor for Performance Improvement
 Performance Improvement Coordinator
 Infection Control Officer

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LIST "A": QUANTITY FOR DIR/CORR POD				DIR/CORR POD			
Facilities	1	1	1	Radiology	1	1	1
Preventive Medicine	2	2	2	Laboratory	1	1	1
Nutrition Management	1	1	2	Emergency Dept	1	1	1
Public Affairs Office	1	1	1	Physical Therapy	1	1	1
Material Management	1	1	2	Foundation Hlth	1	1	1
Command Evaluator	1	1	1	Tricare (Champus)	1	1	1
Operating Management	1	2	2	In-Patient Rec	1	1	1
HRO Representative	1	1	1	Pt. Contact Rep	1	1	1
Education & Training	1	1	1	Central Appoint.	1	1	1
Manpower	1	1	1	Acute Care	0	1	1
PSD	1	1	1	Mental Health	1	1	1
MID	1	1	1	OB/GYN	1	1	1
Fiscal	1	1	1	Ortho/Surgery	2	2	2
PI	1	1	1	Optometry	1	1	1
Infection Control	1	1	1	Dietician	1	1	1
Comd Career Counselor	1	1	1	Family Practice	6	6	16
Central Files	5	1	1	Chaplain	1	1	1
Command Master Chief	0	1	1	Medical Library	1	1	1
Dir, Nursing	1	1	0	Sr. Medical Adv	1	1	1
Dir, Administration	1	1	0	MutilServ Ward	1	1	1
Executive Officer	0	1	1	A/Dir, Nursing	1	1	1
Commanding Officer	1	1	2	Maternal Inf Wd	3	5	5
Front Desk/CMAA	2	2	10	L&D/Nursery	1	1	1
Patient Admin	1	2	2	Operating Room	1	2	2
Collection Agent	1	1	1	Anesthesia	1	1	1
Pharmacy	1	1	1	Outline BAS's	0	0	*10
				* 1 each BAS			
				Totals	62	66	95

Enclosure (1)